Berkeley People & Culture

UC Learning Center Navigation Methods

To get to the Learning Center, go to: *https://uc.sumtotal.host/Core/dash/home?domain=4*

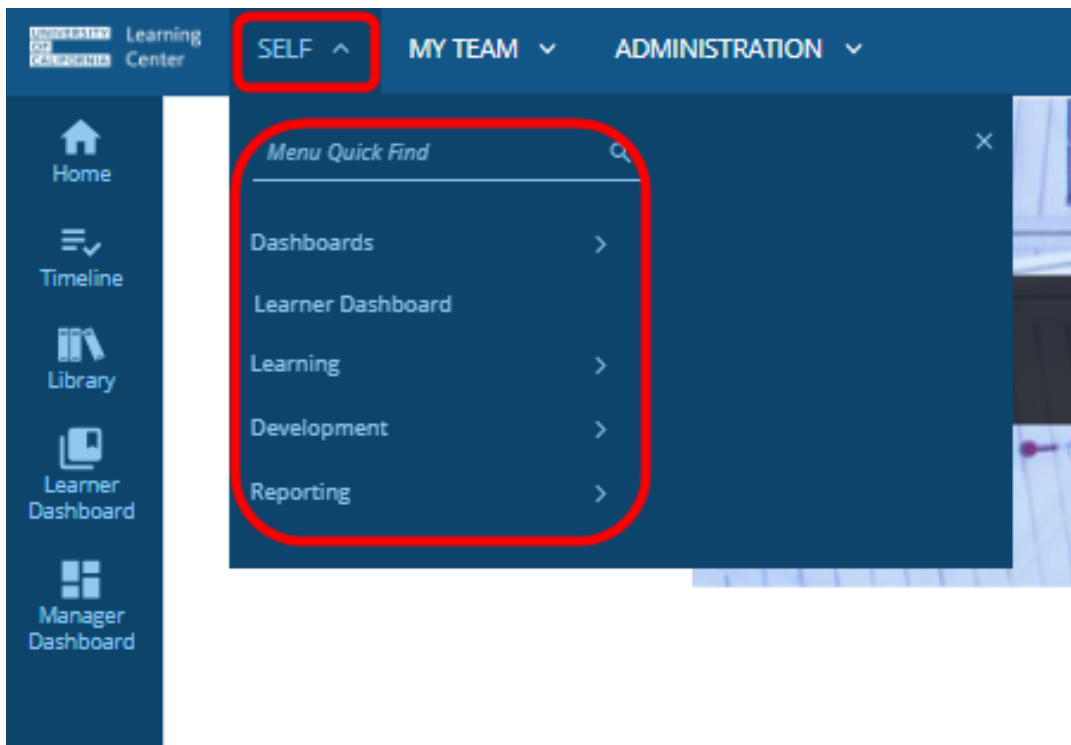| Step	Screen View	Instructions
1.		After logging into the UC Learning Center, you will see the home page buttons which will allow you to jump directly to some of the most commonly used pages within the UC Learning Center.

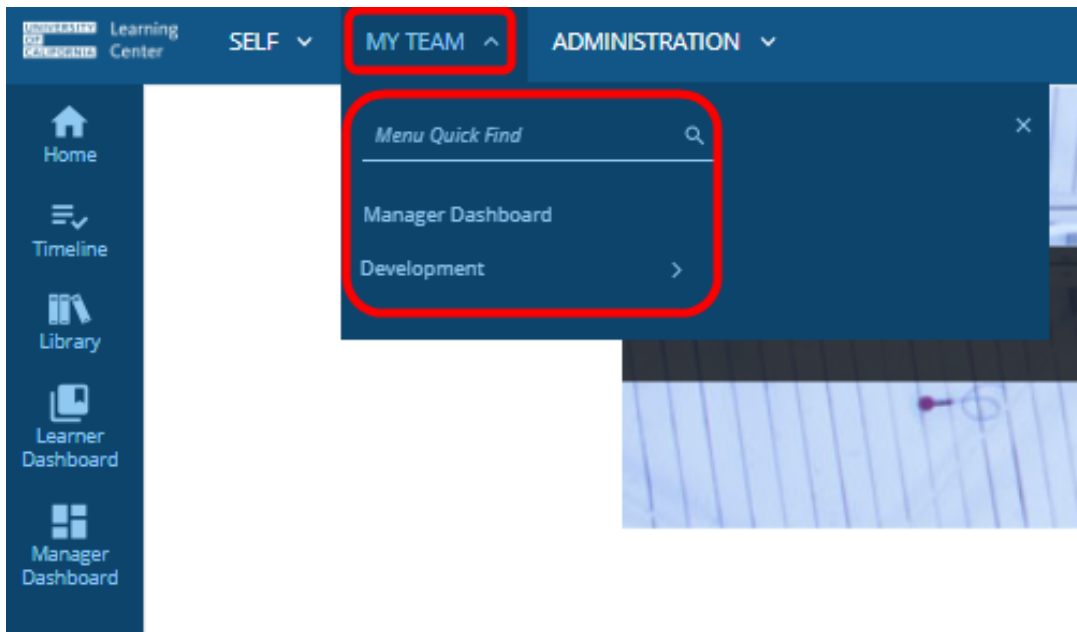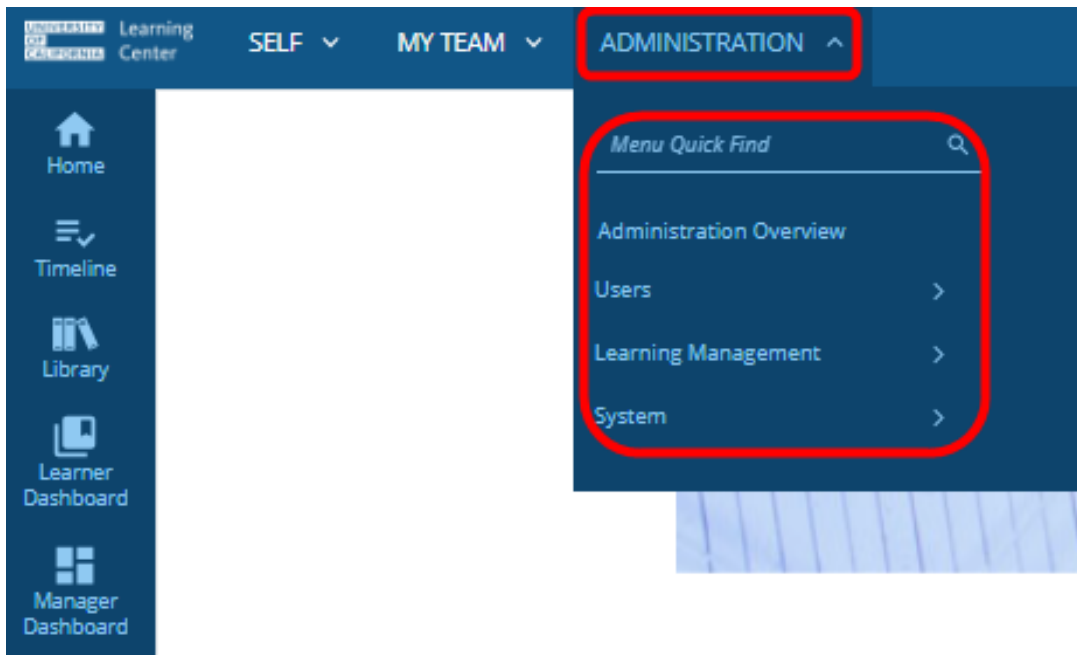| 2.		You can also use the buttons within the Navigation left and top side-bars on all pages to open specific menus and slide out panels.
3.		The first of these buttons opens the Self menu, which includes a few direct page links, as well as multiple submenus which can be opened to view additional page links.

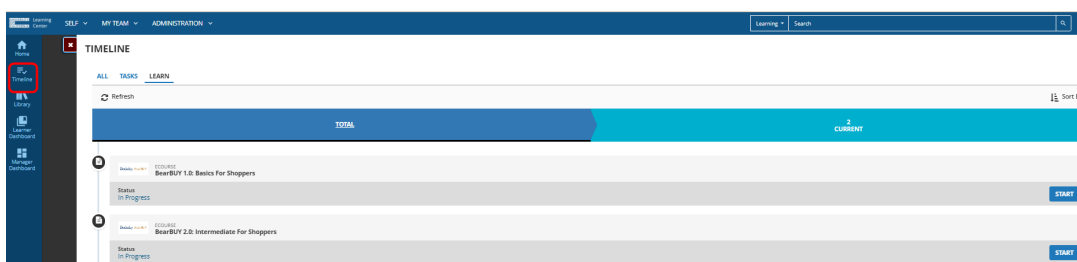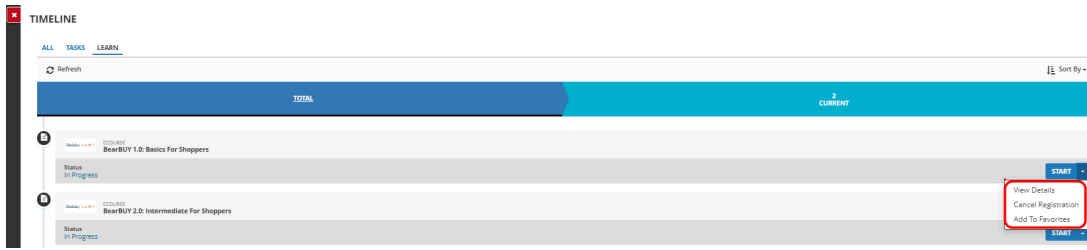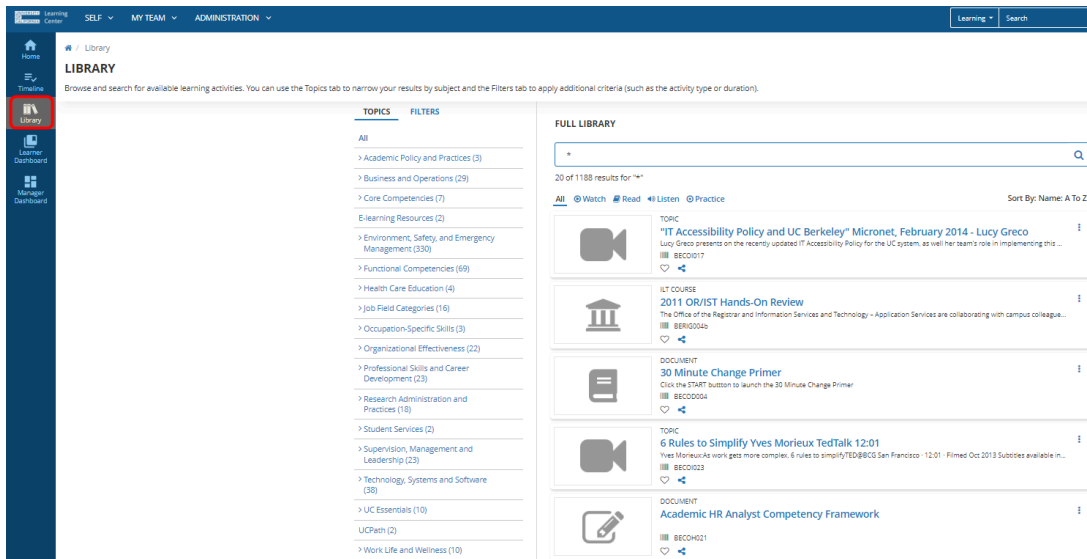| 4.		The My Team tab is specifically for Managers, which includes the Manager Dashboard link.
5.		The Administration drop-down menu appears for those with Admin UCLC permissions. This allows you to select different menu options, such as looking up users or view Learning Management system options.
6.		After clicking the Timeline button, a timeline slideout window will appear. This will show you courses that you have taken and which ones are in progress.

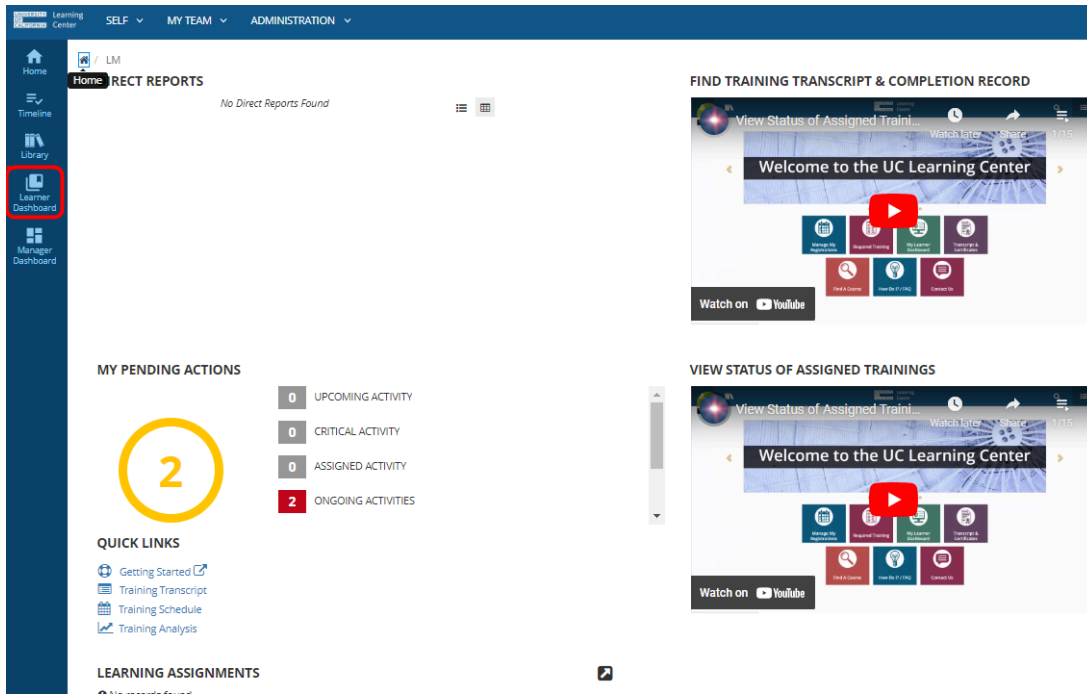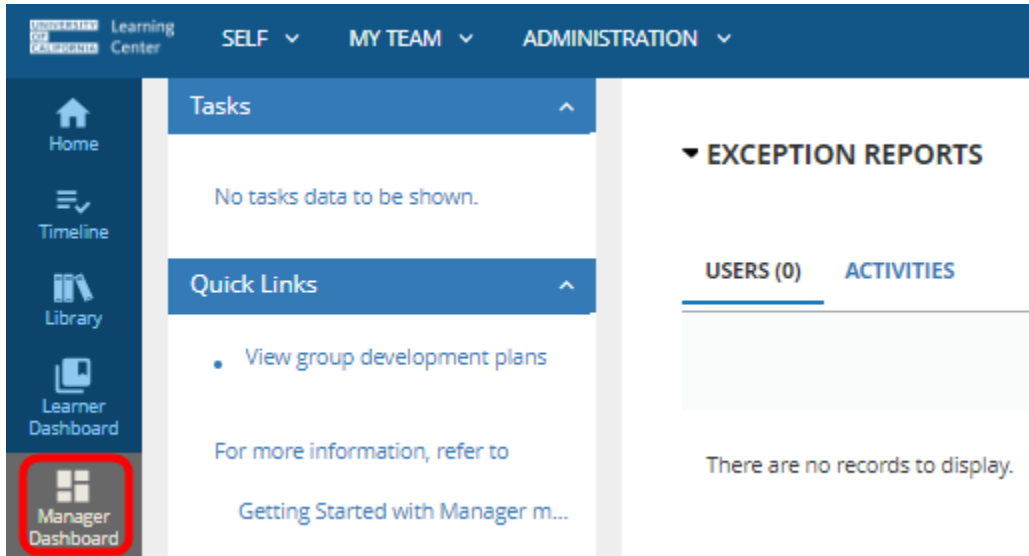| 7.		From the Timeline slideout window, you are able to select the button next to a course's Start button to see the different options that you have in regards to the course (View Details, Cancel Registration, Add to Favorites).
8.		When selecting the Library button, this will allow you to browse and search courses that are on the LMS. You are able to use the Topics tab to narrow your results by subject and the Filters tab to apply additional criteria (such as activity type or duration).

9.		The Learner Dashboard allows you to have a quick glimpse of many items pertaining to your UC Learning Center profile, such as viewing your direct reports or any pending Learning Assignments that you must complete.
10.		The Manager Dashboard button will only appear on your profile if you are a manager/have any direct reports. This is where you are able to view items pertaining to your direct reports, such as which users are included in your direct report group and the activities that still need to be completed by those users.